

WINSALTS

A product of the Standard Automated Logistics Tool Set (SALTS) Project

WWW.SALTS.NAVY.MIL

Navy Purchase Card Desk Guide

SALTS CENTRAL

Naval Inventory Control Point
Code P-04E (SALTS)
700 Robbins Avenue
Philadelphia, PA 19111-5098
(215) 697-1112
DSN 442-1112
Email: help@salts.navy.mil

SALTS Detachment Offices

Norfolk
(757) 836-3091
DSN 836-3091
Email: norfolk@salts.navy.mil

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(619) 556-0633
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FOREWARD

The WINSALTS program provides customers the ability to download, view, certify, and submit Navy Purchase Card (NPC) E-Statements (electronic statements) to DFAS for payment. This document helps explain the details about the WINSALTS Navy Purchase Card program and procedures.

All Navy Purchase Card (NPC) customers have been directed by the Department of Defense (DoD) to perform automated, electronic certification of their monthly E-Statements. U.S. Navy solutions include performing online certifications via a World Wide Web page sponsored by Citibank. The WINSALTS method will be used by activities that utilize 14-digit SDNs in their financial system. 15-digit SDN activities can also use WinSALTS if they notify NAVSUP and SALTS to ensure they receive a file.

Key points of contact for the NPC program are:

(Contact Your TYCOM first)

SALTS Help Desk	SALTS	(215) 697-1112	help@salts.navy.mil	DSN 442
Jim Friedrichs	SALTS	(215) 697-5934	jfriedrichs@salts.navy.mil	DSN 442
Ross Reeves		(717) 379-0179	ross.r.reeves@mindspring.com	

Note: If your activity is not participating in the WINSALTS Navy Purchase Card program, but would like to, please contact your TYCOM to subscribe.

Who to contact at SALTS

For most problems associated with the NPC, contact Mr. Jim Friedrichs at the number or e-mail address listed above. If Jim cannot assist you, he will direct you to someone who can. If he cannot be reached, the Help Desk at SALTS Central will be the next point of contact.

TYCOM Points of Contact

Jack Newcomer	CNSL	(757) 836-3312	cnewcomer@cnsi.spear.navy.mil	DSN 836
Jenny Destafano	CSL	(757) 836-1344	destefanojl@hq.sublant.navy.mil	DSN 836
Ernie Nuera	CNAL	(757) 445-8597 x418	NueraEG@cna.navy.mil	DSN 445
Cathy Crep	CNAP	(619) 545-5171	ccrep@cnap.navy.mil	DSN 735
Joel Cepeda	CNSP	(619) 437-2411	cepeda.joel.m@cnsi.navy.mil	DSN 577
Deric Sims	CSP	(808) 473-5538	simsdj@csp.navy.mil	DSN 473

Citibank Hierarchy codes

The monthly extract of data by Citibank for WINSALTS customers is done via a database that is maintained at SALTS Central. This database contains the Hierarchy codes (level 3, 4, 5, and sometimes 6) for commands utilizing WINSALTS for their purchase card certification. This database was compiled based on individual command and TYCOM input. New commands desiring to certify via WINSALTS should contact their TYCOM for addition to the database. Monthly, this database is provided to Citibank for extraction of records for the cycle. On the 3rd working day after the cycle (ending each month on the 21st), the WINSALTS file is extracted and sent to SALTS Central. SALTS Central parses the file by the level 5 or 6 code as appropriate. This is a sample of the database entry for the USS INCHON:

Level 3	Level 4	Level 5	Level 6	Command Name	AO
00060	00041	00009	99782	USS INCHON MCS 12	KENNETH J HOOTS

Every month, the level codes are verified at SALTS Central against the Citibank file to ensure there are no discrepancies. Errors are put to an exception listing and are manually reconciled, and changes are made to the database, if required. If any of these codes are invalid, there will be NO DATA from the bank for that customer. There are other reasons for not receiving a data file, but these are for the bank and the TYCOM to reconcile.

Troubleshooting Problems

All problems associated with data received (or not received) from the bank should be directed to Mr. Jim Friedrichs at SALTS Central. If he is not available, contact the SALTS Help Desk. If they cannot assist, they will direct you to your TYCOM representative. Your local SALTS Detachment office (if one is nearby) may also be able to assist. Some hierarchy problems may require your TYCOM and the bank or NAVSUP representative to solve.

How to setup a new WINSALTS account

Some commands prefer to have a WINSALTS account setup just for the NPC certification. Others may require two or more, if there are multiple Approving Officials (AO s) at different locations. NPC accounts (used only for that purpose) are funded annually through NAVSUP. For new accounts, simply contact the SALTS Help Desk, and tell them you require a new SALTS account for NPC Certification. You need NOT get a new account if your command already has one, and you know where it is, and have access to it. Some commands (especially ships) have only one WINSALTS account on an IT-21 workstation that has INMARSAT access from that computer. You will be provided a FIRST NAME, LAST NAME, PASSWORD, and ACCOUNT CODE for your new account. You will need these to setup WINSALTS. You may download the WINSALTS software and the installation instructions from the SALTS web site (www.salts.navy.mil). Follow the directions in the installation guide for proper setup.

Connection Options

Once WINSALTS is established, there are two methods currently for connecting to send and receive your monthly NPC file. The first is through a phone and modem (dial-up), and the second is via an INTERNET connection (which can also be obtained through a dial-up to an Internet Service Provider (ISP) such as AOL or NETZERO). A new option using e-mail will be available to WINSALTS customers in the summer of 2001.

WINSALTS Version

The first step to be taken by activities wishing to use WinSALTS is to ensure WinSALTS is up and operational at your command. If you are not sure, or are experiencing any problems, please contact the nearest SALTS Office. Once WinSALTS is installed and operating normally, ensure version 4.17, or later, is being used. The version, or Release, number is displayed on the lower right corner of the WinSALTS User Logon screen.



Giving Certifying Officials Access to WinSALTS

The local WinSALTS Administrator **must** setup a new User ID and Password for the certifying official, and his or her alternates. **THESE ARE THE ONLY INDIVIDUALS AUTHORIZED TO CERTIFY THE E-STATEMENTS!** When establishing a new User ID, be sure to enable the box marked NPC CERTIFICATION or the certifying official will not be able to operate the E-Statement Viewer/Editor!

The procedure for the local WinSALTS Administrator to create a new User ID is as follows:

- Select System.
- Select User Configuration

Click the Add button.

In the User ID box, type a User ID (i.e. person s last name, organizational code, etc.).

In the Name box, type the person s title/rank and full name.

In the Password box, set the initial password (not more than 8 characters).

Ensure the Change Password at Next Login checkbox is checked.

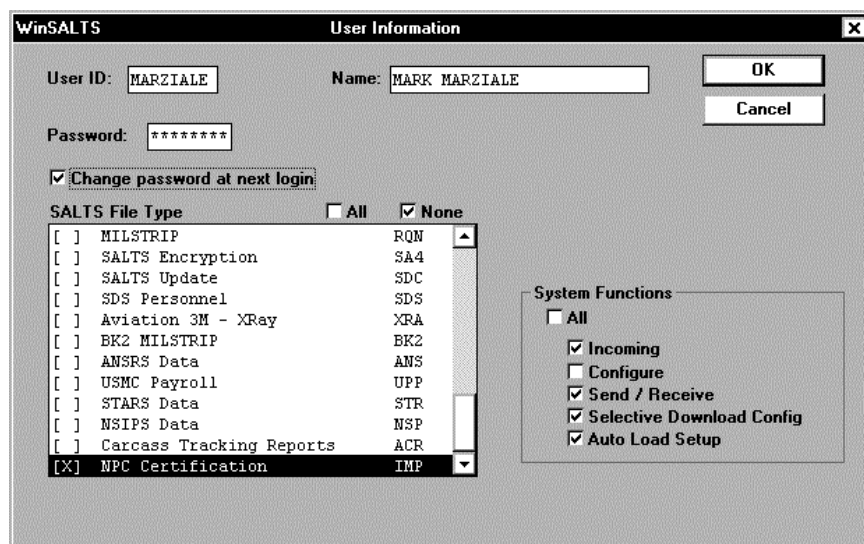
Under the SALTS File Types box, click the checkbox for NPC Certification.

Under the System Functions box, click all checkboxes except Configure.

Click the OK button when finished.

When done, ensure these individuals are given their User ID and initial Password for gaining access into the WinSALTS Program.

Note: The NPC CERTIFICATION checkbox should be disabled for all other User IDs to help prevent unauthorized use of the Navy Purchase Card Certification option.



The 'WinSALTS User Information' dialog box contains the following fields and options:

- User ID: MARZIALE
- Name: MARK MARZIALE
- Password: *****
- ☒ Change password at next login
- SALTS File Type: A list with checkboxes for various file types. 'NPC Certification' is checked with an 'X'.
- System Functions: A group box containing checkboxes for 'Incoming', 'Send / Receive', 'Selective Download Config', and 'Auto Load Setup', all of which are checked. 'Configure' is unchecked.
- Buttons: OK and Cancel.

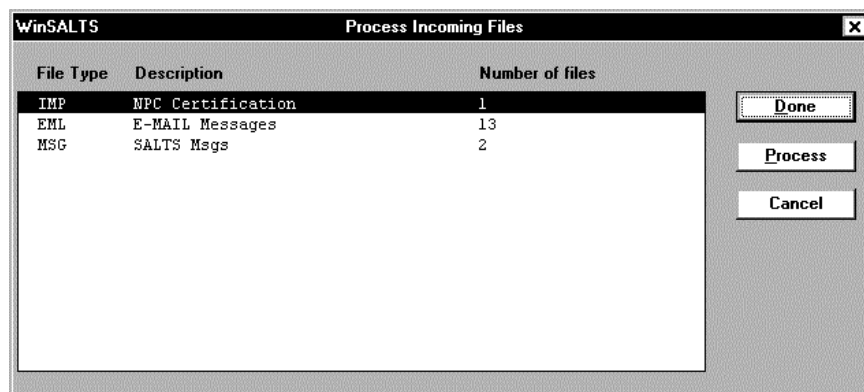
SALTS File Type	None
[] MILSTRIP	RQN
[] SALTS Encryption	SA4
[] SALTS Update	SDC
[] SDS Personnel	SDS
[] Aviation 3M - XRay	XPA
[] BK2 MILSTRIP	BK2
[] ANSRS Data	ANS
[] USMC Payroll	UPP
[] STARS Data	STR
[] NSIPS Data	NSP
[] Carcass Tracking Reports	ACR
[X] NPC Certification	IMP

Downloading the Navy Purchase Card File

Inform all WinSALTS Operators to expect the incoming E-Statement from Citibank on or about the 25th of each month. The E-Statement will be identified with the file extension of **.IMP**. Instruct the WinSALTS Operators to save the file to a pre-designated directory or disk (as desired by internal procedures), and to notify the certifying official(s). The following is an example of an incoming .IMP file.

Highlight the NPC Certification line.

Click the Process button.

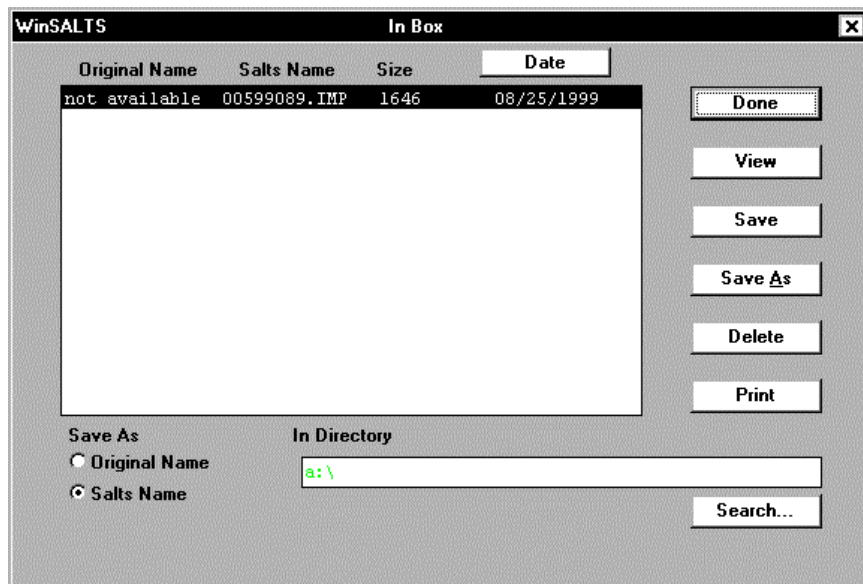


The 'WinSALTS Process Incoming Files' dialog box displays a table of incoming files:

File Type	Description	Number of files
IMP	NPC Certification	1
EML	E-MAIL Messages	13
MSG	SALTS Msgs	2

Buttons: Done, Process, Cancel.

Insert a floppy disk into a disk drive (or you can save to a directory on a hard drive if you prefer)
Click the Save As button and save the file to disk.



Note: It is recommended a backup copy of the file be made immediately after it is downloaded.

Note: If you require a re-transmission of a SALTS file to your activity, contact the SALTS Help Desk. This procedure takes only a minute for a SALTS Representative to accomplish.

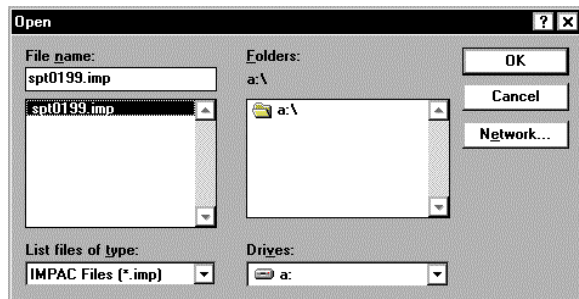
Opening the Navy Purchase Card File in WinSALTS

To begin certification, the certifying official **must** first log onto WinSALTS with his/her own User ID and Password. After logon, the NPC Certification file (.IMP) must be opened using the Navy Purchase Card option.

Start WinSALTS.
Select Data Services.
Select Navy Purchase Card.
Select NPC Certification.



Select the appropriate Drive and Folder.
Click on the file name of the .IMP file.
Click the OK button.



Certifying the Navy Purchase Card File

The E-Statement Viewer screen appears. All authorized cardholders should appear in the Card Holders box. The information in the grayed-out boxes cannot be changed. The certifying official **must** view all Detailed Records for each cardholder. Use the Previous Record and Next Record buttons to page through the Detailed Records. If the Next Record button is selected, but the information doesn't change, the last record for that cardholder has been reached.

Identification Section

Card Holders:

CINCLANTFLT\
ANDREA S/ABDULLAH
ANDREA S/ABDULLAH

Statement Date: 19990822

Ship's Bank Code: 00060

Account Number: 556877000242140

Account Summary Certification

Detailed Record Section

Purchase Date: 19990822 Posting Date: 19990823 ☒ Approved ☐ Dispute

Authorization Code: 005965 Credit/Debit: D

Vendor Name: ACI AMAZON.COM INC 800-201-7575 WA

Description: PURCHASE Amount: 468.23

Line Of Accounting: **LOA List**

17	19991999	1804	68CA	1260	00060	W	068732	2D	DINPA2	000609IMPACT	
GA	BFYEFY	APPN	SBHD	CLS	BCN	SA	AAA	TT	PAA	COST CODE	MCC

☒ Standard Document Number (14 digit): 711111 - 1111 - 1111 * OR *
☐ Standard Document Number (15 digit): - - - -

Prev Record Next Record LOA Help Dispute Help

Print Send Save & Close Cancel

The certifying official will verify the contents of each Detailed Record.

Line of Accounting. This field, broken into its individual parts, can be modified if necessary, but ensure you have the correct data! Use the following procedure to select a different Line of Accounting (LOA) from the LOA Table:

Click the LOA List button to see the Line of Accounting List for your activity.
Highlight the LOA you want to use.
Click the Import button.

Line Of Accounting List

Enter Line of Accounting data:

17	19991999	1806	60TA	1360	00060	A	060951	2D	01NF40	00060940000T	
GA	BIFYFY	APPN	58ND	CLS	BCM	SA	AAA	TT	PAA	COST CODE	MCC

1719991999180460CA12600060M66T322D01NFA2000609INFA2T

1719991999180660TA13600060A609512D01NF40006094000T

Done

Add

Modify

Delete

Import

Cancel

Note: This LOA will now be visible in the Detailed Record section.

If your desired LOA is not found in the Line of Accounting List, you can add it by manually editing the Line of Accounting field on the Detailed Record, or by using the procedure found below.

If you choose to manually edit the Line of Accounting field on the Detailed Record, when you click the Next Record button, you will be asked if you want the LOA saved to the Line of Accounting List (if this edited LOA is not currently in the LOA List).

Click the Add button to save the LOA to the LOA List.

Click the Send As Is button keep the LOA in the Detailed Record, but not add it to the LOA List.

Click the Cancel button to return to the Detailed Record.



Standard Document Number. Click the appropriate DOT next to the type of SDN your command uses (14-digit vs. 15-digit). Complete the SDN in accordance with your command procedures.


Note #1: The SDN will automatically be generated out of the default line of accounting. If the SDN is wrong on the screen, you must correct it manually. Ensure ZEROs are entered vice Oh s where required. If you have imported a new LOA from the LOA TABLE, you must correct the SDN.

Note #2: The 14-digit SDN has three parts with 6 characters in the first part, 4 characters in the second part, and 4 characters in the third part. The 15-digit SDN has four parts with 6 characters in the first part, 2 characters in the second part, 2 characters in the third part, and 5 characters in the fourth part. If more characters are inserted in these fields, an error message will be displayed.

Approved/Dispute. If a purchase needs to be disputed, click the Dispute DOT. When a purchase is disputed the following takes place:

You will be asked if you want to print a dispute form.

Click Yes or No accordingly.



Note: The Inquirer s (Certifying Official s) Name must be manually entered on top of the printed form, the reason must be checked, and the form must be signed. Finally, fax or mail the form to Citibank.

You will be asked if you want to save a copy of the dispute form as a text file.

Click Yes or No accordingly.

Provide a file name and path to save the file.



When the Dispute DOT is checked, the amount of that purchase will be deducted from the amount in the certification record (the summary records will not change). The amount field will reflected the deduction on the Summary Print.

Account Summary. After the last record from the Detailed Record section is viewed, click the Account Summary button. Verify the Financial Value. When finished, click the Done button.

The 'WinSALTS Account Summary' window has a title bar with 'WinSALTS' and 'Account Summary'. It contains three input fields: 'Balance Description' with the text 'STATEMENT AMOUNT', 'Financial Value' with '\$125.00', and 'Credit/Debit' with an empty checkbox. At the bottom, there are four buttons: 'Prev. Record', 'Next Record', 'Done', and 'Cancel'.

Note: No changes are allowed on this screen. This screen may have several records such as Statement Amount, Amount Previously Billed, etc.

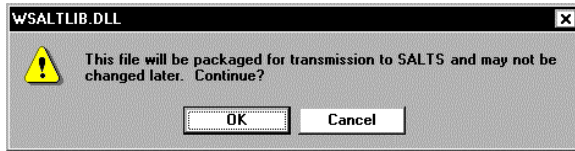
Certification Button. The certifying official must enter his/her Name and Rank, and verify/change the UIC.

The 'WinSALTS Certification Section' window has a title bar with 'WinSALTS' and 'Certification Section'. It contains five input fields: 'Credit/Debit' with an empty checkbox, 'Amount To Pay' with '\$125.00', 'Date Certified (YYYYMMDD)' with '19990326', 'Name Of Certifying Official' with 'MARK MARZIALE, RMC, USNR', and 'Certifying Official UIC' with 'R00232'. At the bottom, there are two buttons: 'Done' and 'Cancel'.

Note: If the UIC is not present, it must be added. If the UIC is incorrect, it can be changed. If the file has the UIC N99999, and is not changed by the certifying official, a warning message will be displayed to ensure it is corrected.

Save & Close Button. The Save & Close button should be used when the certifying official cannot finish certifying the entire E-Statement. Clicking this button will save all work done up to the point of stopping. The certifying official can return to the E-Statement later and continue the certification process right where he/she left off.

Send Button. The Send button should **only** be used when the E-Statement has been **completely and accurately certified**. The following warning box will appear when the SEND button is clicked.



Replying OK, the certified E-Statement will be zipped, packaged, and automatically staged for transmission back to Citibank. The source file is automatically deleted to prevent the possibility that a certified E-Statement is transmitted more than once! You may want to COPY the file BEFORE you send it! **DON'T USE THE SEND BUTTON UNTIL YOU ARE CERTAIN THE FILE IS READY FOR TRANSMISSION TO CITIBANK!**

Line of Accounting Maintenance

In an effort to reduce errors with Lines of Accounting once certified files reach DFAS, a Line of Accounting (LOA) List has been added in WinSALTS, which will validate the LOAs being certified. LOAs can be entered into the LOA List through the certification process (discussed above), or using the WinSALTS LOA Maintenance option.

LOA Maintenance Option

Start WinSALTS.
Select Data Services.
Select Navy Purchase Card.
Select LOA Maintenance.



Enter a valid LOA into the LOA template.
Click the Add button.

Note: To modify or delete an LOA from the LOA List, highlight the LOA of interest and click the appropriate button. The Import button is grayed-out here as it is only used during the certification process load an LOA from the LOA List into a Detailed Record being certified.

SALTS Log Entries

The zipped, packaged and staged E-Statement file will transmit during the next SALTS connection. The WinSALTS Operator should monitor the SALTS Log to ensure proper log entries are received confirming the file's upload to Citibank. Confirmation entries should be received within 48 hours.

Example:

FILE ABC_nnnn.IMP sent to SALTS
FILE ABC_nnnn.IMP SUCCESSFULLY UPLOADED TO CITIBANK

ABC is your 3-character SALTS Activity code.
 nnnn is the transmission packet number.
 .IMP is the file extension.

Hardware Requirements

WinSALTS will operate on a 486 machine with a minimum of 64 megabytes (MEG) of Random Access Memory (RAM). However, some programs/functions may not operate properly due to other program drivers or programs, which are resident in TSR (Terminate-but-Stay- Resident) programs. SALTS CENTRAL **highly recommends** an IT-21 compliant machine be utilized. IT-21 compliance includes a Pentium II processor with 64 MEG of RAM running Windows 95/98/NT.

Printing

To print the SUMMARY sheet, simply click the Print button. When the Send button is clicked to transmit the certified file, you will be queried for another print, and also whether or not a saved file is desired. It is **highly recommended** you print after certifying the file, so the Line of Accounting and Standard Document Number information will appear on the printout.

Troubleshooting Common Problems

The following is a list of the most common problems and their probable solutions:

PROBLEM: The .IMP file has not been received on the 22nd of the month.
 SOLUTION: If the .IMP file is not received by the 28th of the month, contact your nearest SALTS office.

PROBLEM: You need the .IMP file to be sent again from SALTS CENTRAL.
 SOLUTION: Use your SALTS Log to learn the packet name of the original .IMP file. Go to the Data Service menu and select Request Files from SALTS, and then Archived File Request. Enter the packet name of the .IMP file. Click the Done button to finish. Perform a SALTS transmission. Wait at least 30 minutes and reconnect to SALTS.

PROBLEM: The .IMP file cannot be opened.

SOLUTION: Ensure you are using the Navy Purchase Card Certification option found under Data Services. The incoming file cannot be viewed anywhere else but from the E-statement Viewer in WinSALTS.

PROBLEM: The Navy Purchase Card Certification option is grayed-out and cannot be accessed.

SOLUTION: Go to System/User Config menu. Highlight your User ID and click the Modify button. Using the mouse or Spacebar, place a checkmark in the NPC Certification block.

PROBLEM: The E-Statement has invalid transactions, or is missing valid transactions.

SOLUTION: Contact Mr. Ross Reeves (see page #2).

PROBLEM: The cursor will not move into the Standard Document Number field at all.

SOLUTION: You may need to upgrade your computer. Contact your nearest SALTS office.

PROBLEM: When trying to open the .IMP file for certification, the error INVALID ZIP FILE appears.

SOLUTION: You have two files in your \windows\system directory, DZIP.DLL and DUNZIP.DLL, which are old and need replacing. In the \winsalts directory, highlight the two files with the same names (use Windows Explorer). Select the Edit pull-down menu and select Copy. Go to the \windows\system directory on your PC (use Windows Explorer). Select the Edit pull-down menu and select Paste.

Note: If you are running Windows NT, your System directory will likely be \winnt\system.

(END OF WINSALTS NAVY PURCHASE CARD GUIDE)